Chapter III.—Cash and Cash Books.

A.—Cash.

448A-4. **14.** The term "Cash" includes legal tender coin, currency notes, cheques payable on demand, demand drafts and remittance transfer receipts. *See* also Articles 2 and 6, Civil Account Code, Volume I.

1. A small supply of half-anna and one-anna unified stamps may, when necessary for use as receipt stamps, be kept as part of the cash balance.

448A-7 & 8. **15.** Every officer who is authorised to receive and disburse Government money should keep a cash chest for the custody of the Government money in his charge, and keep the key of it in his own possession. The contents of the chest must be counted at least once a month and the amount compared with the cash book balance. If any excess or deficit be found, an entry of it should be made at once in the cash book and a report forwarded to the departmental superior.

B.—Cash Book.

I.—General.

448A-2. **16.** Every officer who is authorised to receive and disburse Government money should maintain a cash book in Form 5, in which he should enter all money transactions as they occur.

1. When a cheque is drawn in favour of self or order to replenish the cash chest, the amount of it should at once be entered as a receipt. This entry must not be delayed until the money has been received after the encashment of the cheque at the treasury.

448A-2, 5 & 22. **17.** All receipts, disbursements and charges of whatever sort connected with the public service must be, and no other may be, shown in the cash book. Sufficient details should be given in the column "Particulars" to admit of the main points of each transaction being readily ascertained without reference to the detailed vouchers. All items of revenue must be fully detailed; the forest from which the revenue is realised, the person who pays it, and the articles and quantities removed should be stated whenever the information is available.

1. A cheque drawn in order to be paid away, should be entered simultaneously on both sides of the cash book, once as a receipt of money from the treasury and once as a payment to the payee concerned, the number and distinguishing letter of the cheque being specified in both the entries. *See* also Article 22.

2. Similarly all book transfers, *i.e.*, transactions in which no actual payment or receipt of cash is involved, should be entered simultaneously on both sides of the cash book, the credit or debit to Book Transfer (Article 19) appearing on one side and an equivalent debit to an expenditure head or credit to a revenue head, on the other.

448A-39. 3. All entries of advances on both sides of the cash book must be made in the red ink. *See* also Article 46

18. The cash book of the Divisional Officer is primarily the detailed record of his own transactions written up day by day, but the transactions of his Sub-Divisional Officers and subordinates, whether rendered through cash books (Article 26) or otherwise, should also be incorporated therein. All items of classified revenue realised and expenditure incurred by subordinate officers should be posted in totals only; other items of receipts and charges and recoveries of service payments (Article 20) should be entered in detail. 448A-20.

II.—CLASSIFICATION OF TRANSACTIONS.

19. The classification of receipts and charges should be given in the column "Head of Service" on both sides of the Cash Book. Revenue and Charges falling under the major heads "VIII—Forest" and "8—Forest" respectively should be classified in detail in accordance with the sanctioned accounts classification as given in Appendix 1. All sums paid into the treasury by a departmental officer or on his account should be debited to "Forest Remittances" even though the remittance be made by a cheque and not in cash (Article 34). Similarly, the value of all cheques drawn should be credited to "Forest Remittances," irrespective of whether or not they are cashed at once. Advances and recoveries thereof should be shown under the head "Forest Advances," and deductions made from Salary bills, etc., should be recorded as pertaining to Service Funds, Income Tax, etc., as the case be. Value of bills accepted by other departments (Article 36) and of bills of other departments accepted by the Divisional Officer and all other items of receipts and charges adjustable by book transfer should be classified under "Book Transfer." Recoveries of service payments should be dealt with as prescribed in Article 20. 440, 445(b) and 448A-39 and 40.

1. When revenue on account of timber or other forest produce is paid in advance, the amounts should be at once credited as revenue to the appropriate sub-heads in the cash books. 448A-23.

20. Recoveries of service payments should be dealt with thus:— 448A-21.

(a) *If made before the close of the year in which the payment was charged in the accounts.*

(1) When the recovery is in adjustment of an overcharge on account of pay or travelling allowance, and is made by deduction from a bill [Article 20 (5), Civil Account Code, Volume I], the net amount only of the bill should be charged in the cash book and the amount recovered should not be shown as a separate item of receipt therein. The amount deducted, with necessary particulars, should be noted in the "Remarks" column of the Classified Abstract of Expenditure, Form 14.

(2) In all other cases, the amount recovered should be entered on the debtor side of the cash book as "Recoveries of Service